

Deep River Public Library Board Meeting Minutes



Date: Thursday, October 17th, 2024 5:15pm

Location: Library Program Room

Board Members:

Jen Bergevin	Vice Chair	Apologies
Steve D'Eon		Apologies
Jessica Freedman	Chair	Present
Kathy Hughes	Council Rep	Present
Samantha Johnson		Present
Bronwyn Kaiser	Secretary	Present
Doug Rodgers		Present
Naomi Balla-Boudreau	CEO	Present

Status:

1. Acceptance of the Agenda

MOTION: To amend the Agenda to include the management letter from Baker Tilley and accept the Agenda as amended..

MOVED: Samantha Johnson **SECONDED:** Jessice Freedman **CARRIED**

2. Declaration of Pecuniary Interest

None reported.

3. Presentations

a. Audited Financial Statements for 2023

The Board received the presentation of the draft Audited Financial Statements by Elaine Taylor, Treasurer and Director of Finance for the Town of Deep River and agreed that the Library CEO should sign the representation letter to Baker Tilly.

MOTION: To accept the 2023 Audited Financial Statements as presented.

MOVED: Kathy Hughes **SECONDED:** Jessica Freedman **CARRIED**

MOTION: That the Library CEO/Treasurer sign the representation letter to Baker Tilly dated October 15, 2024 on behalf of the Library Board.

MOVED: Kathy Hughes **SECONDED:** Doug Rodgers **CARRIED**

4. Consent Agenda:

a. Acceptance of the Minutes of the Acceptance of the Minutes of the May 16th and September 19th Board Meetings.

MOTION: That the Minutes be accepted as reviewed.

MOVED: Jessica Freedman **SECONDED:** Kathy Hughes **CARRIED**

b. Correspondence

MOTION: That the Correspondence included in the October 17th Consent Agenda be received.

MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

c. Friends of the Library Report

d. Library Report:

i. Monthly Report: September 2024

ii. Workplan Quarterly Review

e. Treasurer's Report: September Financial Statements

MOTION: That the reports included in the October 17th consent agenda be received.

MOVED: Bronwyn Kaiser SECONDED: Samantha Johnson CARRIED

5. Old Business

a. Children in the Library Policy

The Board reviewed and approved the Children in the Library Policy.

MOTION: That the Children in the Library Policy be approved.

MOVED: Kathy Hughes SECONDED: Doug Rodgers CARRIED

b. Procurement Policy

The Board reviewed the proposed Procurement Policy and proposed that it be amended to remove a redundant guiding principle.

MOTION: That the Procurement Policy be approved as amended.

MOVED: Kathy Hughes SECONDED: Jessica Freedman CARRIED

6. New Business

a. 2025 Capital Budget Requests

i. W.B. Lewis Building Upgrades

ii. Program Room Partition

The Board reviewed and approved the proposed 2025 Capital Budget requests.

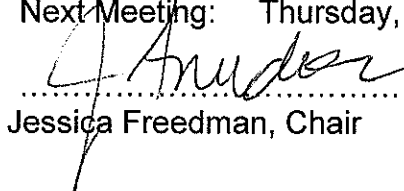
MOTION: That the proposed Capital Budget requests be submitted to the Town of Deep River.

MOVED: Kathy Hughes SECONDED: Bronwyn Kaiser CARRIED

7. Adjournment

MOTION to adjourn at 18:35. MOVED: Kathy Hughes

Next Meeting: Thursday, November 21st, 2024 at 5:15pm


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Jessica Freedman, Chair